



## AIM QUICK FIXES

### Initial Setup for Montana Edition (Value Added) Users



This guide is intended for Montana Edition users who wish to use the Value-Added features provided by the state for managing student information. This guide explains how to prepare the MT Edition application of Infinite Campus to use as your primary student information system (SIS). This guide is designed for schools that do not have an existing electronic SIS.

Topics covered in this Quick Fix Guide include:

- Preparing Calendars
- Entering Teachers
- Entering Courses
- Assigning Students to Courses



## MT EDITION CALENDARS

For general AIM reporting, districts are required to create calendars with basic district information. For the purposes of the MTE Value Added, districts must also enter **Terms**, **Periods** and **Days**.

*Name	*Sequence	*Start Date	*End Date
Q1	1	09/03/2014	11/06/2014
Q2	2	11/07/2014	01/23/2015
Q3	3	01/24/2015	03/27/2015
Q4	4	03/28/2015	06/05/2015

## Terms

Terms define the periods of time in which students are enrolled in courses. If districts only have full-year courses, only a full-year term is required. If students rotate courses on either a quarter, trimester or semester schedule, **click New Term Schedule/Terms** to define those terms.

Enter **Start Date** and **End Date** for each term. **Click Save**.

## Periods

Periods define the time that students spend in courses. If the school is only recording time in one course (e.g., 1<sup>st</sup> grade or 2<sup>nd</sup> grade, etc.), the district only needs to create one period. (use default for this.) If students transfer from one course to another (e.g., high school) the periods need to reflect that movement between courses.

**NOTE:** If the MT Edition will be used to record attendance, periods may be set up based on times attendance will be taken (e.g., before and after lunch).

**Auto Create Period Schedules**

**Parameter Selection**  
This Schedule Structure has no Period Schedules, and this tool will create some for you. Infinite Campus supports multiple Period Schedules, but only select the Period Schedules needed for your Schedule Structure.

1. Select Number of Period Schedules

☒ (1 PeriodSchedule) Single Period Schedule  
☐ (2 PeriodSchedules) A/B Day  
☐ (3 PeriodSchedules) A/B/C Day  
☐ (5 PeriodSchedules) M/T/W/T/F Day

2. Select Number of Periods for each Period Schedule

6

Create PeriodSchedules/Periods

Click **New Period Schedule** to add a schedule.

**Select Number of Period Schedules.** For each schedule, you must enter a list of periods and times in the next step, so use the least number of schedules as possible to reflect the school's activities accurately.

**Select Number of Periods for each Period Schedule.** Enter the number of periods for the schedule being added. You can add more in the next step, if needed.

Click **Create Period Schedules/Periods**.

To list the period information, click the schedule just added.

**14-15 Cascade 7-8**

Calendar Grade Levels Schedule Structure Terms **Periods** Days

+ New Period Schedule

Period Schedule/Periods Editor

Name  
Default

1

**14-15 Cascade 7-8**

Calendar Grade Levels Schedule Structure Terms **Periods** Days

Save Period Schedules + New Period Schedule + Delete Period Sched/Periods

Period Schedule/Periods Editor

Name  
Default  
Bell Schedule

Period Schedule Info

*Name	*Sequence	Instructional Minutes	School Day
Bell Schedule	1	1112	1133

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional
1	1	08:20 AM	09:10 AM	0	<input type="checkbox"/>
2	2	09:14 AM	10:04 AM	0	<input type="checkbox"/>
3	3	10:08 AM	11:15 PM	0	<input type="checkbox"/>
4	4	11:19 AM	12:09 PM	0	<input type="checkbox"/>
Lunch	5	12:09 PM	12:57 PM	0	<input checked="" type="checkbox"/>
5	6	12:57 PM	01:47 PM	0	<input type="checkbox"/>
6	7	01:51 PM	02:41 PM	0	<input type="checkbox"/>
7	8	02:45 PM	03:35 PM	0	<input type="checkbox"/>
8	9	03:40 PM	04:05 PM	0	<input type="checkbox"/>
9	10	04:10 PM	08:10 PM	0	<input checked="" type="checkbox"/>
Activities	11			0	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 14-15 School Year

Exclude non-instructional periods  
Exclude non-instructional minutes  
Exclude time gaps between periods

School Day Preference for 14-15 School Year

Exclude non-instructional periods  
Include non-instructional minutes  
Include time gaps between periods

Enter a schedule **Name** (e.g., Bell Schedule, Early Out Days, etc.), if desired.

Enter **Start time** and **End Time** for each period.

Check **Non-Instructional** for every period that is not pupil instruction time.

Click **Save Period Schedules**.

**NOTE:** After saving, the *Instructional Minutes* and *School Day* minutes are calculated, as shown on the Period Schedule Info.

## Days

The Days tab is used to identify the days on which students receive instruction. Holidays, early release days, and teacher in-service days are included.

Excluding or shortening days reduces the total number of instructional minutes for a course.

First, set the range for school days.

This should include your PIR days.

On the **Days** tab, click **Day Reset**.

Enter the **Start Date** (the date of the first PIR day) and the **End Date** (the date of the last PIR day). If school is not held on Friday, un-check Friday.

Click **Create Days**.

Second, adjust for days school is not held.

Select a date by clicking the number. For PIR days, uncheck *Instruction* and *Attendance*. For holidays or other non-school days, uncheck *School Day*, *Instruction* and *Attendance*. For shortened days, enter the *Start Time* and *End Time*.

To enter *Day Events*, click **Add Day Event**. Select *Type*.

Click **Save Day/Day Events**. Repeat for all altered instruction days.

## TEACHERS

To include a teacher and/or para-professional responsible for student instruction in TEAMS, add them to the MT Edition application using the following steps.



Year: 14-15 School: Cascade 7-8

Index Search Help

System Administrator

- Student Information
- Instruction
- Census
  - People
  - Households
  - Addresses
  - Add Person
  - Add Household
  - Add Address
  - Staff Locator**
  - Census Wizard
  - Tools
  - Reports
- Behavior
- Health
- Attendance
- Scheduling
- Grading & Standards

Staff Search

Search for a staff already tracked in Campus using the fields provided, required fields are in red. Select a staff from the list or click on Create New Staff

Last Name\* Classroom

First Name\* Teacher

Gender\* Male

Birth Date

Middle Initial

SSN #

Staff State ID

Search ->

Name	Staff State ID	Gender	Birth Date	%
Classroom, Teacher	12345	M		100
Classroom, Teacher 3	126661	M		67
Classroom, Teacher 5	126663	M		67
Classroom, Teacher 7	126665	M		67

Create New District Staff ->

### Add Staff

From the **Index**, expand **Census**. Select **Staff Locator**.

Enter the teacher's *Last Name*, *First Name* and *Gender*. Click **Search**.

The search results display any teachers entered into another District or MT Edition. Verify the teacher's demographic information and select the corresponding match.

**NOTE:** Hovering over the name of the teacher will show the last district of employment – the same as the student locator does for students.

Staff Search

Search for a staff already tracked in Campus using the fields provided, required fields are in red. Select a staff from the list or click on Create New Staff

Last Name\* Classroom

First Name\* Teacher

Gender\* Male

Birth Date

Middle Initial

SSN #

Staff State ID

Search ->

Name	Staff State ID	Gender	Birth Date	%
Classroom, Teacher	12345	M		100
Classroom, Teacher 3	126661	M		67
Classroom, Teacher 5	126663	M		67
Classroom, Teacher 7	126665	M		67

Staff from district: Arlee Public Schools, click to add to current district.

**Staff Locator**

Staff Search

Search for a staff already tracked in Campus using the fields provided, required fields are in red. Select a staff from the list or click on C

Last Name\* Professori  
First Name\* Edwin  
Gender\* Male  
Birth Date  
Middle Initial  
SSN #  
Staff State ID

Search -->

Name	Staff State ID	Gender	Birth Date	%
No matches found				

Create New District Staff -->

If there is no match for the teacher being entered, click **Create New District Staff**.

Required fields are: Last Name, First Name, Gender and Employment Start Date.

However, for the TEAMS extract, the teacher's SEID (Folio Number) must be entered in the *Staff State ID* field.

Enter the required data and click **Save**.

**NOTE:** The *Staff State ID* number was previously an auto-generated number. The district may need to replace the auto-generated number with the correct SEID number.

**Person Information**

Last Name\* Professori  
First Name\* Edwin  
Gender\* Male  
Birth Date  
Middle Name  
Suffix  
Soc Sec Number

**Race/Ethnicity**

Is the individual Hispanic/Latino?  
Is the individual from one or more of the these races? (check all that apply)  
☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander  
☐ White  
Race/Ethnicity Determination  
Home Primary Language

**Person Identifiers**

Student State ID  
Local Staff Number  
Staff State ID 126994  
Person GUID

**Employment Information**

Start Date 08/25/2014  
End Date  
Teaching Start Year  
Teaching Years Modifier  
License Number  
FTE Percent  
Seniority  
Education

Save

**Professori, Edwin**  
Gender: M

Demographics Identities Households Relationships Enrollments District Employment **District Assignments**

Save Delete **New**

Assignments

Employment Assignment Information

School: Cascade 7-8  
Start Date: 08/25/2014  
End Date:   
Title:   
FTE of Assignment:   
Assignment Code:   
Type:   
Teacher Special Ed ☒  
Adviser ☒  
Program ☐  
Behavior Admin ☐  
Health ☐  
Behavior Response Approver ☐  
Counselor ☐  
Foodservice ☐  
Exclude Behavior Referral ☐  
Self Service Approver ☐  
FRAM Processor ☐

## Indicate District Assignments

Select the **District Assignments** tab and click **New**.

Select the *School*, enter a *Start Date* and check the box for *Teacher* (if the teacher will be a **Team Member** for Special Education students, also check *Special Ed* and/or *Adviser*). Click **Save**.

If a teacher is assigned to multiple schools, create an assignment for each school.

The teacher's SEID (Folio Number) may be found on the teaching certificate or located using the **Montana State Educator Information System (MSEIS) Educator Search** at:

<https://apps3.opi.mt.gov/MSEIS/autos tart.aspx?Public=1>

Enter any of the known elements of the teacher's demographics and/or license information and click **Search Educators**.

Montana State Educator Information System  
State of Montana Office of Public Instruction  
Mail all required documents to: OPI License Unit, PO Box 202501, Helena, MT 59620  
Denise Juarez, Montana State Superintendent

Public Guest (Public)

Location: Last Name: Setz First Name: App Status: License Class: License Exp Date: Search Educators Clear Search

Search Results:

View	SEID	Profile	Last Name	First Name	Middle Name	Suffix	Master Name	Gender	Status
View	13756		McDonald	May	B			F	ACTIVE
View	14662		Setz	Adelle	W			F	INACTIVE
View	54122		Setz	Christine	O			F	INACTIVE
View	34334		Setz	Deborah	A			F	INACTIVE
View	73748		Setz	Deborah	Rene		Curry	F	ACTIVE
View	91676		Setz	Cherie	J			F	INACTIVE
View	18910		Setz	Edmund	J			M	INACTIVE
View	51467		Setz	Eva	G			F	INACTIVE
View	13108		Setz	Larry	A			M	ACTIVE
View	56798		Setz	Laura	M			F	ACTIVE
View	23481		Setz	Maria	J			F	ARCHIVE
View	28110		Setz	Mary	A			F	ACTIVE
View	49556		Setz	Michael	J			M	INACTIVE
View	49683		Setz	Rhonda	L			F	ACTIVE
View	28458		Setz	Richard	T			M	ACTIVE
View	10718		Setz	Susan	T			F	INACTIVE
View	25479		Setz	Susan	M			F	INACTIVE
View	25797		Setz	Wayne	T			M	Active
View	48401		Setz	Winifred	S			M	INACTIVE

Mail all required documents to: OPI License Unit, PO Box 202501 Helena, MT 59620

Montana State Educator Information System  
State of Montana Office of Public Instruction  
Mail all required documents to: OPI License Unit, PO Box 202501, Helena, MT 59620  
Denise Juarez, Montana State Superintendent

Public Guest (Public)

Primary Information: Full Name: Richard T Setz  
SEID: 28458  
Gender: Male

Back to Search Screen

Print License History

Select	Class	Status	Source	Recommend	App Date	Issued	Effective	Expires
Select	Class 1 - Professional Teaching	Issued	CONVERT		6/26/2009	6/22/2009	7/1/2009	6/30/2014
Select	Class 2 - Administrator	Issued	CONVERT		6/26/2009	6/22/2009	7/1/2009	6/30/2014
Select	Class 1 - Professional Teaching	Renewed	CONVERT		2/9/2004	2/6/2004	7/1/2004	6/30/2009
Select	Class 3 - Administrator	Renewed	CONVERT		2/9/2004	2/6/2004	7/1/2004	6/30/2009
Select	Class 1 - Professional Teaching	Renewed	CONVERT		4/8/1999	4/8/1999	7/1/1999	6/30/2004
Select	Class 2 - Administrator	Renewed	CONVERT		4/8/1999	4/8/1999	7/1/1999	6/30/2004
Select	Class 1 - Professional Teaching	Renewed	CONVERT		8/18/1994	8/18/1994	7/1/1994	6/30/1999
Select	Class 3 - Administrator	Renewed	CONVERT		8/18/1994	8/18/1994	7/1/1994	6/30/1999
Select	Class 1 - Professional Teaching	Renewed	CONVERT		6/25/1989	6/29/1989	7/1/1989	6/30/1994
Select	Class 2 - Administrator	Renewed	CONVERT		6/25/1989	6/29/1989	7/1/1989	6/30/1994
Select	Class 2 - Standard Teaching	Renewed	CONVERT		9/9/1982	9/9/1982	7/1/1982	6/30/1987
Select	Class 2 - Standard Teaching	Renewed	CONVERT		9/1/1977	9/1/1977	7/1/1977	6/30/1982

Endorsements for Selected License

Endorsement	Description	Status	Source	Recommend	App Date	Issued	Effective	Expires
015 (PE - Secondary (5-12))	Speech Communications	Issued	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014
020 (MT - Secondary (5-12))	Mathematics	Issued	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014

Click **View** to see the specific license history and information for the selected teacher.

The SEID is located at the top of the page, under the teacher's name.

**NOTE:** Information shown here was obtained from the public site. Districts have access to the secure MSEIS/TEAMS site.





## COURSES

Courses are entered into the MT Edition depending on the certification of the teacher and the grade level of the student.

For elementary students taught by K-8 certified elementary teachers, only a “grade level” course (e.g., 1<sup>st</sup> grade, 2<sup>nd</sup> grade, 3<sup>rd</sup> grade) is required.

Students taught by a specialist need to be enrolled into their specified courses (typically middle and/or high school students). Districts will also need to account for specialists who supplement a student’s education (e.g., K-6 physical education teachers).



### General Elementary Courses

Select the current **Year**, **School** and/or **Calendar**.

From the **Index**, expand **Scheduling** and select **Add Course**.

Enter **Number** and **Name** (district specified), **Max Students** (set at a higher number than would ever be enrolled in the course), **Terms** (same as number of terms entered on calendar), **Schedules** (typically 1), **Periods** (number of periods for course), and check **Allow Student Requests**.

**OPTIONAL:** Check **Homeroom** and **Attendance** as appropriate – if using the MT Edition application to take attendance.



Under **NCES Data**, choose *SCED Subject Area*, *SCED Course Identifier*, *SCED Lowest Grade*, *SCED Highest Grade*, *SCED Course Level* and *SCED Sequence* (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3). The NCES code auto-fills after this identifying data is entered.

<b>NCES Data</b>	
NCES Code 73034	
SCED Subject Area 73: Nonsubject Specific (prior-to-secondary)	SCED Course Identifier 034: Grade 4
SCED Lowest Grade 04: Grade 4	SCED Highest Grade 04: Grade 4
SCED Course Level GE: General Education	SCED Sequence: (part n of m parts) 1 of 1

Click **Save** (top of screen). **NOTE:** Elementary courses are numbered 51 to 73 and contain the notation (prior-to-secondary).

For specific information on K-12 Course Codes and course mapping, see the OPI School Staffing webpage at:

[http://www.opi.mt.gov/Reports&Data/TEAMS.html#gpm1\\_6](http://www.opi.mt.gov/Reports&Data/TEAMS.html#gpm1_6)

**Elementary (Grades 5-8):** Under **NCES Data**, choose *SCED Subject Area*, *SCED Course Identifier*, *SCED Lowest Grade*, *SCED Highest Grade*, *SCED Course Level* and *SCED Sequence* (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3).

Click **Save**.

<b>NCES Data</b>	
NCES Code 55165	
SCED Subject Area 55: Fine and Performing Arts (prior-to-secondary)	SCED Course Identifier 165: Crafts
SCED Lowest Grade 07: Grade 7	SCED Highest Grade 08: Grade 8
SCED Course Level GE: General Education	SCED Sequence: (part n of m parts) 1 of 1

## Middle/High School Courses

Select the current **Year**, **School** and/or **Calendar**.

From the **Index**, expand **Scheduling** and select **Add Course**.

Enter *Number* and *Name* (district specified), *Max Students* (set at a higher number than would ever be enrolled in the course), *Terms* (same as number of terms entered on calendar), *Schedules* (typically 1), *Periods* (number of periods for course), and check *Allow Student Requests*.

If the course is *Distance Learning* or *Dual Enrollment*, check the appropriate box.

If the course is part of an Alternative Education Program for At Risk Youth, check the **Alternative Ed Program** box under **Custom Data Elements** at the bottom of the **Course** tab.

**OPTIONAL:** If using the MT Edition application to keep attendance, check *Homeroom* and *Attendance* as appropriate.

**High School (Grades 9-12):** Under **NCES Data**, choose *SCED Subject Area*, *SCED Course Identifier*, *SCED Lowest Grade*, *SCED Highest Grade*, *SCED Available Credit*, *SCED Course Level* and *SCED Sequence* (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3).

Click **Save**.

**NOTE:** Secondary courses are numbered 01 to 22.

For specific information on K-12 Course Codes and course mapping, see the OPI School Staffing webpage at:

[http://www.opi.mt.gov/Reports&Data/TEAMS.html#gpm1\\_6](http://www.opi.mt.gov/Reports&Data/TEAMS.html#gpm1_6)

## Courses by Specialists

If the K-6 (or K-8) curriculum uses specialists in courses such as Music, Art, etc., enter those courses separately from the grade/classroom courses (e.g., 1<sup>st</sup> grade, 4<sup>th</sup> grade, etc.).

Select the current **Year**, **School** and/or **Calendar**.

From the **Index**, expand **Scheduling** and select **Add Course**.

Enter *Number* and *Name* (district specified), *Subject Type*, *Terms* (same as number of terms entered on calendar), *Schedules* (typically 1), and *Periods* (number of periods for course).

**OPTIONAL:** Check *Homeroom*, *Allow Requests* and *Attendance* as appropriate.

**Elementary (Grades K-6 or K-8):** Under **NCES Data**, choose *SCED Subject Area*, *SCED Course Identifier*, *SCED Lowest Grade*, *SCED Highest Grade*, *SCED Course Level* and *SCED Sequence* (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3).

Click **Save**.

**NOTE:** Elementary courses are numbered 51 to 73 and contain the notation (prior to secondary).

For specific information on K-12 Course Codes and course mapping, see the OPI School Staffing webpage at:

[http://www.opi.mt.gov/Reports&Data/TEAMS.html#gpm1\\_6](http://www.opi.mt.gov/Reports&Data/TEAMS.html#gpm1_6)

The screenshot shows a form titled "NCE & Data". It contains several dropdown menus and text fields. The "SCED Subject Area" is set to "06: Physical, Health and Safety Education". The "SCED Course Identifier" is set to "001: Physical Education". The "SCED Lowest Grade" is set to "KF: Kindergarten Full Time". The "SCED Highest Grade" is set to "06: Grade 6". The "SCED Available Credit (Carnegie Units)" is set to "1". The "SCED Course Level" is set to "GE: General Education". The "SCED Sequence: (part n of m parts)" is set to "1 of 2".

## Creating Sections

Sections define the time period that courses occur and link teachers and students to courses.

Choose the current **Year**, **School** and/or **Calendar**. From the **Search** tab, **Search for Course/Section**. Click **Go**.

Choose a course. Click the **Sections** tab.

The screenshot shows the OPI School Staffing web application. The "Year" is set to "14-15" and the "School" is set to "Cascade High School". The "Search" tab is selected, and the search results show "b250 Freshman English". The "Sections" tab is also visible, and a hand icon is pointing to the "Add a Section" link.

Click **Add a Section**.

Enter *Section Number*. Select *Session Type*.

The *Session Number* corresponds to the *Session Type*. For example, if *Session Type* is Quarter, the *Session Number* for this course will be 1, 2, 3, or 4 for 1<sup>st</sup> quarter, 2<sup>nd</sup> quarter, etc.

For a full year course there is only one *Session Number*.

Check the boxes that correspond to the time the course is offered. If a course is offered more than once per day, create a separate section for each time the course is offered.

Click **Create Section**.

Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group	Guest Access
1	Ashley, J		Q1-Q2	1	2	(0/25)		<a href="#">Grade Book</a>

Click the **Staff History** tab.

Select **New Primary Teacher**. Select a name from the **Name** dropdown list.

Choose a **Role**.

The teacher selected as *Primary Teacher* should have a *Role* of *00: Teacher of Record* and hold an appropriate MT certification to teach the selected course. Only one *Primary Teacher* may be identified for each course.

Click **Save**.

**NOTE:** For distance learning courses, the district must have a *Facilitator* assigned to the course under *Primary Teacher*.

**b250-1 Freshman English**  
Teacher: Ingalls-Wilder, Laura

Section **Staff History** Roster Attendance Grading By Task Grading By Student Roster Setup

Save New Primary Teacher New Teacher New Section Staff

Name	Start Date	End Date	District Assignment	Role
Primary Teacher Ingalls-Wilder, Laura				Teacher of Record

Start Date and End Date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

**Staff History Detail**  
Teacher

Name	Start Date	End Date	District Assignment	Role
Briggs, Stephanie				02: Co-Teacher General Education

Comments

**Teacher Display Name on Section**  
Making a change to the Teacher Display Name here will update the value on the Section tab.

☒ Continue using the current Teacher Display Name from the Section tab: Ingalls-Wilder, Laura

☐ Use a new Teacher Display Name on the Section tab: Briggs, Stephanie

If another teacher will be sharing the teaching responsibilities with the *Primary Teacher*, select **New Teacher**.

Choose the name of the second teacher from the dropdown list and choose a **Role**.

Click **Save**.

NOTE: The teacher holding the proper endorsement for the course should be identified as the *Primary Teacher*.

If another staff member will be sharing the teaching responsibilities (e.g., a para-educator) with the *Primary Teacher*, select **New Section Staff**.

Choose the name of the staff member from the dropdown list and choose a **Role**.

Click **Save**.

**b250-1 Freshman English**  
Teacher: Ingalls-Wilder, Laura

Section **Staff History** Roster Attendance Grading By Task Grading By Student Roster Setup

Save New Primary Teacher New Teacher New Section Staff

Name	Start Date	End Date	District Assignment	Role
Primary Teacher Ingalls-Wilder, Laura				Teacher of Record
Teacher Briggs, Stephanie				Co-Teacher General Ed

Start Date and End Date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

**Staff History Detail**  
Section Staff

Name	Start Date	End Date	District Assignment	Role
Newton, Isaac				07: Instructional Para General Ed

Comments

**Teacher Display Name on Section**  
Making a change to the Teacher Display Name here will update the value on the Section tab.

☒ Continue using the current Teacher Display Name from the Section tab: Ingalls-Wilder, Laura

☐ Use a new Teacher Display Name on the Section tab:

## CREATING ROSTERS

After searching for the Course/Section (see page 13), select the **Roster Setup** tab.

Students may be selected in multiple ways:

- **Copy student from this section:** – Select a section for which students are already enrolled, and the screen will copy that list of students to this section – helpful if there are AM and PM sections of a course or all students in a grade are taking the same courses. **NOTE:** When using this option, students don't appear under *Current Roster* until **Save Student List and/or Copy Section** is selected.
- **Show Students in this grade only:** – Select one grade level to display a list of students in the specified grade level – useful for enrolling students into a course that only applies to one grade level. Click student names to add to the *Current Roster*. Click **Save Student List and/or Copy Section** when all students have been added.
- **All Students:** Select students from the list of all enrolled students. Click student names to add to the *Current Roster*. Click **Save Student List and/or Copy Section** when all students have been added.

B500-1 Arts in Culture  
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section:

Current Roster(0/25)

Show Students in this grade only:

Benny, Jack (10)  
BOLTON, MICHAEL P(11) 11279  
Hurtado, Denise (12)  
Hurtado, Theodore (10)  
Hurtado, Theodore (11)  
McDonald, Ronald (12) 10745  
Ray, Rachel R(11) 111612

B500-1 Arts in Culture  
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section:

Current Roster(0/25)

Show Students in this grade only:

All  
09  
10  
11  
12

Benny, Jack (10)  
BOLTON, MICHAEL P(11) 11279  
Hurtado, Denise (12)  
Hurtado, Theodore (10)  
Hurtado, Theodore (11)  
McDonald, Ronald (12) 10745  
Ray, Rachel R(11) 111612

B500-1 Arts in Culture  
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section:

Current Roster(0/25)

Show Students in this grade only:

Benny, Jack (10)  
BOLTON, MICHAEL P(11) 11279  
Hurtado, Denise (12)  
Hurtado, Theodore (10)  
Hurtado, Theodore (11)  
McDonald, Ronald (12) 10745  
Ray, Rachel R(11) 111612



**B500 Arts in Culture**

Course Sections Grading Tasks Standards Composite Grading Assessments

Save Delete

Course Information

CourseID 4

\*Number B500 \*Name Arts in Culture

Subject Type Core Academic Class

Core Academic Subject Area (CORE) Arts (ART)

State Code Department

Schedule Load Priority Max Students 25 Terms Schedules Periods Sections to Build

GPA Weight 0 Bonus Points Transcript Required

Type H/R: Honors Activity Vocational Code

Homeroom ☒ Allow student requests ☐ Allow teacher requests/recommendations Repeatable Attendance Unit Attendance High School Credit

Distance Class ☐ Dual Enrollment Credit

Comments

Students may also be added to classes individually. This method is recommended for enrolling students after the first of the year and for recording course changes.

To enable this functionality for a course, check *Allow student requests* on the **Course** tab.

Navigate to the student's **Schedule** tab:  
(Index/Student Information/General).  
Click the **Schedule** tab.  
Click **Walk-in Scheduler**.

**Benny, Jack**

Grade: 10 DOB: 05/12/1996 Gender: M

Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary Enrollments **Schedule** Attendance Flags Grades Transcript

Table - Group by Course (All Terms) Display Active and Dropped Courses Print OR Choose a report option Walk-in Scheduler

	Term Qu 1 (08/25/14-11/02/14)	Term Qu 2 (11/03/14-01/23/15)	Term Qu 3 (01/24/15-03/27/15)	Term Qu 4 (03/28/15-05/31/15)
1	EMPTY	EMPTY	EMPTY	EMPTY
2	EMPTY	EMPTY	EMPTY	EMPTY
3	EMPTY	EMPTY	EMPTY	EMPTY
4	EMPTY	EMPTY	EMPTY	EMPTY
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	EMPTY	EMPTY
7	EMPTY	EMPTY	EMPTY	EMPTY
8	EMPTY	EMPTY	EMPTY	EMPTY
9	EMPTY	EMPTY	EMPTY	EMPTY

Period Info

Name	Seq	Time	Lunch Time	Non-Instructional
1	1	08:05 AM - 08:45 AM	0	<input type="checkbox"/>
2	2	08:48 AM - 09:32 AM	0	<input type="checkbox"/>
3	3	09:40 AM - 10:22 AM	0	<input type="checkbox"/>
4	4	-	0	<input type="checkbox"/>
5	5	-	0	<input type="checkbox"/>
6	6	-	0	<input type="checkbox"/>
7	7	-	0	<input type="checkbox"/>
8	8	-	0	<input type="checkbox"/>
9	9	-	0	<input type="checkbox"/>

**Benny, Jack**

Grade: 10 DOB: 05/12/1996 Gender: M

Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary Enrollments **Schedule** Attendance Flags Grades Transcript

Table - Group by Course (All Terms) Display Active and Dropped Courses Print OR Choose a report option View Schedule

Load Unload End Restore Student Requests

Effective Date Terms 1 2 3 4

	Qu 1 08/25/2014 - 11/02/2014	Qu 2 11/03/2014 - 01/23/2015	Qu 3 01/24/2015 - 03/27/2015	Qu 4 03/28/2015 - 05/31/2015
1	EMPTY	EMPTY	EMPTY	EMPTY
2	EMPTY	EMPTY	EMPTY	EMPTY
3	EMPTY	EMPTY	EMPTY	EMPTY
4	EMPTY	EMPTY	EMPTY	EMPTY
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	EMPTY	EMPTY
7	EMPTY	EMPTY	EMPTY	EMPTY
8	EMPTY	EMPTY	EMPTY	EMPTY
9	EMPTY	EMPTY	EMPTY	EMPTY

**Section Search**

Start Date 11/05/2014

Course Number

Course Name

Department

Teacher

Term Qu 1

Period 1

Schedule

Search

B500 Arts in Culture  
B500-1 (025) Ingalls-Wilder, Laura T Qu 1-Qu 4 P:1 IEP: 0

Click the **EMPTY** link on the student's schedule for the period you want to schedule. A list of courses meeting at that time will appear in a **Section Search** to the right of the schedule.

Click the section below the course to add it to the student's schedule.

## Course Changes

When a student moves from one course to another, do not delete the course from the student's schedule.

As with an enrollment, end date the first course, then add the new course.

	Q1 08/28/2013 - 11/01/2013	Q2 11/04/2013 - 01/24/2014	Q3 01/27/2014 - 03/21/2014	Q4 03/24/2014 - 06/11/2014
01	740A-1 PE/Health 10-1st	740A-1 PE/Health 10-1st	EMPTY	EMPTY
02	940A-5 Algebra 2-1st	940A-5 Algebra 2-1st	EMPTY	EMPTY
03	868A-1 Honors English 10-1st	868A-1 Honors English 10-1st	EMPTY	EMPTY
04	430A-1 Spanish 2-1st	430A-1 Spanish 2-1st	EMPTY	EMPTY
Lunch	EMPTY	EMPTY	EMPTY	EMPTY
05	722A-1 Jazz Ensemble- 1st	722A-1 Jazz Ensemble- 1st	EMPTY	EMPTY
06	520A-2 Biology 1-1st Drop:10/04/2013  723A-1 Symphonic Band - 1st Start:10/07/2013	520A-2 Biology 1-1st Drop:10/04/2013  723A-1 Symphonic Band - 1st Start:10/07/2013	EMPTY	EMPTY
07	660A-7 Study Hall 1st	660A-7 Study Hall 1st	EMPTY	EMPTY
08	EMPTY	EMPTY	EMPTY	EMPTY
09	EMPTY	EMPTY	EMPTY	EMPTY
Activities	EMPTY	EMPTY	EMPTY	EMPTY

For further assistance, contact the AIM Help Desk at  
[opiainhelp@mt.gov](mailto:opiainhelp@mt.gov) or 1-888-424-6681.